

Case File  
Drop

Sanitized - Approved For Release : CIA-RDP70-00211R000100330002-1

file

ARO/Comptroller

11 July 1957 25X1A9a

Chief, Records Disposition Branch

**Disposition of Site Audit Records**

1. I'm returning your proposed letter to GAO with the following comments and suggestions that I feel could be helpful in establishing retention periods for site audit records:

a. It is not appropriate to forward this letter as presently worded. We can't ask for authority to apply the provisions of General Records Schedules to site audit records. Instructions accompanying General Records Schedules specifically exempt site audit records from coverage.

b. After reviewing the list of records (30 items) submitted to GAO for approval in 1953 and the 4 additional items now proposed, I feel and I believe you do, that this approach is inadequate. All we are doing is compiling a piecemeal list of forms. We should be describing the records by series and function as we do in our control schedules. I suggest that we handle the problem just as other Agencies do - send a copy of your site audit schedule to GAO. You already have such a schedule and the wording of the items could be "sterilized" if necessary. GAO could indicate retention periods under "Disposition Instructions."

2. I've asked Miss [redacted] to work with you on this matter. I believe the schedule approach to this problem would be most effective in your records disposition program. 25X1A9a

[redacted] 25X1A9a

25X1A9a Mgt/S/RMS/[redacted]:jml(11Jul.57)